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BY-LAWS

OF THE



HOSPITAL OF THE UNIVERSITY OF PENNSYLVANIA.

Adopted June 1891.

PHILADELPHIA :
COLLINS PRINTING HOUSE, 705 JAYNE STREET.
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OF THE

HOSPITAL OF THE UNIVERSITY OF PENNSYLVANIA.

1. THE Hospital shall be called "THE HOSPITAL OF THE UNIVERSITY OF PENNSYLVANIA."

2. It shall be under the control of a Board of Managers composed—

- a.* Of five (5) trustees, who shall be chosen annually by the Board of Trustees of the University.
- b.* Of three (3) members of the Medical Faculty.
- c.* Of three (3) of the Alumni of the Medical Department, to be chosen annually by the Executive Committee of the Society of the Medical Alumni.
- d.* Of nine (9) contributors to the Hospital Fund, to be elected annually at the meeting of the contributors, who shall be all such persons as shall have paid twenty-five dollars or more to the Hospital Fund.
- e.* Four (4) on part of Women Visitors.

All elected members shall be subject to the annual approval of the Board of Trustees of the University.

3. The Board of Managers shall have charge of all the internal concerns of the Institution and the election of all the subordinate officers for whose appointment other provision is not made.

4. It shall also be the duty of the Board of Managers to present to the Board of Trustees an annual report of the operations of the Hospital.

5. The Medical Staff of the Hospital shall consist of such Clinical Professors as may be appointed by the Board of Trustees, and of such Clinical Lecturers as the Medical Faculty may deem desirable.

6. The Clinical Professors of Medicine, Surgery, Diseases of Women and Children, Diseases of the Eye, and Diseases of the Ear, shall be appointed by the Board of Trustees.

7. The Clinical Lecturers shall be appointed by the Medical Faculty.

8. The Medical Staff shall assign to its members their respective duties, with such limitations and modifications as may from time to time be required.

9. The expenses of the Hospital shall be paid by appropriations from the Hospital Fund, made from time to time by the Board of Trustees, and upon requisitions approved by the Board of Managers.

10. The Board of Trustees retain the power to alter, modify, or repeal any clause in the preceding Plan of Organization.

BY-LAWS OF THE BOARD OF MANAGERS.

1. The Board of Managers shall hold their stated meetings regularly on the Second Thursday of every month, at such hour and place as shall be determined by the Board.

2. Special meetings may be called at any time by the Secretary upon the written request of the President, Vice President, or three members of the Board, and the notices of such meetings shall contain an announcement of the special business to be transacted.

3. The order of business at the Stated Meetings shall be—

- (1) The reading of the Minutes.
- (2) Communications, which shall be read, considered, and disposed of.
- (3) Report of Directors.
- (4) Report of Treasurer.
- (5) Reports of Standing Committees.
- (6) Reports of Special Committees. All reports shall be in writing, and each report shall be disposed of before proceeding to the next in order.
- (7) Unfinished business.
- (8) New business.

4. For the transaction of business not otherwise specially provided for, *Five* members shall be a quorum, and any number less than a quorum may make an adjournment, of which the Secretary shall give due notice. But for making or altering By-Laws, or for contracting any debt beyond two hundred (\$200) dollars, except for current expenses, ten members shall be required for a quorum.

5. The Officers of the Board shall consist of a President, a Vice-President, a Secretary, who shall be annually *elected* by ballot at the stated meeting in January. There shall also be elected a Treasurer, who shall not be a member of the Board, but who shall have a seat at its meetings. At the same time there shall be appointed annually by the President the following standing committees: a Committee on Finance, a Committee on Supplies, a Committee on Property and Repairs, and a Committee on Library and Museum, and new Committees. The Board of Managers shall annually nominate a Director, who shall be a Physician skilled in Hospital Construction and Management, and who shall be elected by the Board of Trustees. There shall also be annually elected at the same time a Superintendent, a Clerk, and an Apothecary.

6. At the first meeting after each annual election, the Board shall be distributed by the President or Vice-President into Visiting Committees, to serve during the ensuing year.

7. The Board shall elect annually, at the Stated Meeting in May, six Resident Physicians. They shall be elected according to their grade and standing in an examination specially held for this purpose by the Medical Staff as hereinafter provided.

8. They shall also determine from time to time the number of beds which shall be maintained in the Hospital. Provided, that at no time they incur an expense exceeding the current income of the Institution.

9. They shall receive a monthly statement from the Treasurer of the Board of Trustees of the condition and amount of investments of the Hospital Fund.

10. They shall receive at each monthly meeting a report from the Superintendent of his disbursements during the previous month, with an estimate of the expenses for the month succeeding, which

shall, if approved by the Board of Managers, be transmitted to the Board of Trustees.

11. At the Stated Meeting of the Board of Managers, held in November of each year, a committee shall be appointed whose duty it shall be to prepare a report of the proceedings of the Board, and of the condition of the Hospital, including a statement of the Finances; copies of which report shall be presented to the Annual Meeting of the Contributors in January, to the Board of Trustees of the University, and to the City and State Authorities.

12. The Board of Managers shall elect annually a Board of twenty-four Women Visitors, who shall annually nominate six of its members to the Trustees of the University for election as members of the Board of Managers, and any four of the nominees shall be eligible for such election. They shall make once a month a written report to the Board of Managers, to be read at the Stated Meeting of said Board. In case of a vacancy in the Board of Women Visitors, that Board shall nominate to the Board of Managers a woman to fill said vacancy, which nomination shall be subject to confirmation by the Board of Managers, and when so confirmed the nominee shall be a member of the Board of Women Visitors.

PRESIDENT.

The President, or, in his absence, the Vice-President or Chairman, *pro tem.*, shall preside at the meetings of the Board of Managers. He shall decide all questions of order, subject to an appeal to the Board.

SECRETARY.

The duties of the Secretary shall be to issue notices of all meetings; to keep accurate minutes of the transactions of the Board; to preserve all papers and records of the Hospital; and to conduct the official correspondence.

Upon his resignation or removal from office, he shall without delay deliver to his successor all books, papers, and other effects intrusted to his care, belonging to the Institution.

TREASURER.

The Treasurer, elected by the Board of Managers, shall receive all sums paid towards the support of the Hospital, including all annual contributions and donations, and all sums paid for board by patients in the Hospital; and shall pay over all such sums, at the close of each month, to the Treasurer of the Board of Trustees. He shall pay, from the monthly appropriations made by the Board of Trustees, all bills approved by the Board of Managers, and endorsed by the President or Vice-President or Chairman *pro tem*. And all orders signed by the President, Vice-President, or Chairman, or any Committee authorized by the Board, which orders shall be vouchers for his expenditures. He shall keep an account of all receipts and expenses of the Hospital, and shall present a monthly statement of the same to the Board of Managers. He shall also prepare an annual report of the finances of the Hospital, to be submitted in December of each year to the Board of Trustees of the University, to the Board of Contributors, and to the Board of Managers.

VISITING COMMITTEES.

It shall be the duty of the Visiting Committee to visit the Hospital at least once a week during their period of service; to inspect the condition of the wards, and of the patients; to examine the accounts of the Superintendent; to receive and act on communications from the Medical Staff relative to the ordinary affairs of the Hospital; to see that the rules of the Institution are duly observed; and to authorize the purchase of any articles necessary for the daily use of the Hospital, provided always that they do not expend or incur liability for any sum exceeding two hundred (\$200) dollars without the previous sanction of the Board.

FINANCE COMMITTEE.

The Finance Committee shall consist of five members, who shall, in conjunction with the Treasurer, exercise a general supervision over the monetary affairs of the Institution. They shall audit the Accounts of the Treasurer semi-annually, or oftener if they desire.

The other standing Committees shall consist of three members

each, and shall have general supervision of the matters pertaining to their respective department.

COMMITTEE ON SUPPLIES.

It shall be the duty of the Committee on Supplies to make all contracts for supplies and to furnish the Visiting Committee with official notice of the same, it being understood that bills so contracted shall be paid by the Superintendent upon order of the Visiting Committee.

SUPERINTENDENT.

There shall be elected annually, by the Board of Managers, a Superintendent, who shall be under the control of the Board, and, under the Director, have general supervision of all departments of the Hospital, of all subordinate officers, attendants, and domestics, and the charge of the grounds, buildings, and appurtenances.

CLERK.

There shall be elected annually, by the Board of Managers, a Clerk and Librarian, who shall hold his office during the pleasure of the Board. He shall reside in the building, and shall receive a compensation of \$—— per annum, and his board and washing free, but shall not be allowed any other emoluments, perquisites, or fees whatsoever.

APOTHECARY.

There shall annually be elected by the Board of Managers, on the recommendation of the Medical Staff, an Apothecary, who shall hold his office during the pleasure of the Board. He shall reside in the building, and shall not absent himself except at such hours as may be authorized by the Visiting Committee; he shall receive a compensation of \$—— per annum, and his board and lodging free, but shall not be allowed any other emoluments, perquisites, or fees whatsoever.

AMENDMENTS TO BY-LAWS.

No new By-Law shall be made, nor any of the above By-Laws amended or repealed except by a two-thirds vote of those present, at a Stated Meeting of the Board of Managers, the notice of which shall have contained an announcement of the proposed change.

BY-LAWS OF THE BOARD OF CONTRIBUTORS.

1. All persons who have subscribed and paid to the Fund of the Hospital \$25 or more shall be regarded as Contributors, and as such shall be entitled to vote at the annual election for Managers.

2. A yearly payment of \$10 or more constitutes an annual Subscriber, without the privilege of voting at the annual election for Managers, unless the annual subscription shall amount to \$25.

3. Every Contributor of \$5000 shall be entitled to have one person constantly in the wards on his or her recommendation, and shall be also entitled to designate, by last will or other declaration in writing, the individual in whom this right shall be vested.

4. Every Contributor of \$3000 shall have the privilege of nominating a child between the ages of two and twelve years as a patient in the Hospital; and any individual contributing \$150 per annum for the same purpose shall have the same privilege so long as said annual payment shall be made.

5. The Board of Contributors shall hold an annual meeting on the Third Thursday in January.

6. The Officers of the Board of Contributors shall be a President, a Secretary, and a Treasurer, who shall be elected at the annual meeting by ballot.

7. There shall be appointed annually by the Presiding Officer a Finance Committee, of which the Treasurer shall be, *ex officio*, a member, who shall be authorized to prosecute the work of collecting funds for the Hospital, and to receive contributions. They

shall transfer all contributions received to the Treasurer of the Board of Trustees, and shall present an annual report of their operations to the Board of Contributors.

8. The following shall be the order of business at the Annual Meeting of the Board of Contributors—

- I. Reading of the minutes of the last Annual Meeting.
- II. Statement by a Committee of the Board of Managers of the number of patients treated, and the workings of the Institution during the past year.
- III. Statement of the finances of the Hospital by the Treasurer.
- IV. Election of a Presiding Officer, a Secretary, and a Treasurer, to serve during the ensuing year.
- V. Election of nine (9) Managers, to serve for the ensuing year.
- VI. Appointment by the Chair of a Finance Committee.



